Special Duty Assignment Pay

Overview

Introduction	This section provides the procedures for starting, stopping, correcting and deleting Special Duty Assignment Pay (SDAP). This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

Reference

The following references provided additional information about SDAP.

- U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 4
- SDAP E-Mail ALPERSRU Messages (released annually September timeframe)

Annual Rate and Code Changes

SDAP entitlements and rates change annually. Procedural guidance is released prior to each fiscal year via ALCOAST and e-mail ALPERSRU messages. Refer to these messages before taking any action to start or stop SDAP.

FY 2004 rates and codes were published in e-mail ALPERSRU R/03

Auto-Stop Upon PCS Departure

SDAP stops automatically on the day prior to PCS departure. Do not enter a Peoplesoft Stop SDAP transaction when a member departs PCS. The system will not reflect the SDAP stop until it is resynchronized with PMIS/JUMPS.

Topics

The following topics are covered in this section

Special Duty Assignment Pay

Employee Entitlements, Basic Navigation

Introduction   This section provides the procedure for navigating the Employee Entitlements pages.

Procedure   Start PeopleSoft, sign-in and follow these steps to access Employee Entitlements.
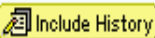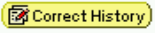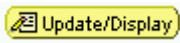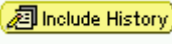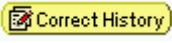
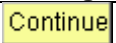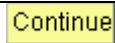| Step	Action
1	Select Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**
2	A search page will appear. Enter the member's Employee ID number or other search criteria and click the Search button to select the member you wish to display. Advanced Technique: You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History. If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information. When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.
3	Entitlement Panels. Either the **Summary Page** or **Detail Page** will appear depending on which option was previously selected. Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline. Employee Entitlement Summary	Employee Entitlement Detail A page, similar to the one below, will display. Select View All in the title bar.

Special Duty Assignment Pay

Employee Entitlements, Basic Navigation, Continued

Procedure (cont'd)

Step	Action
4	Select the **Include History** button located at the bottom right-hand portion of the screen so that all payments of Special Duty Assignment Pay will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the **Correct History** button. Note: The current selection will have a white background. ➢ You may use the **Update/Display** button to start an entitlement; however, we recommend using the "Include History" mode so all payments will display. ➢ Use the **Include History** button to view all entitlements. Only new entitlements can be entered in this mode. ➢ Use the **Correct History** button to update or delete existing entitlement entries. A listing of all payments will be displayed.

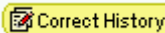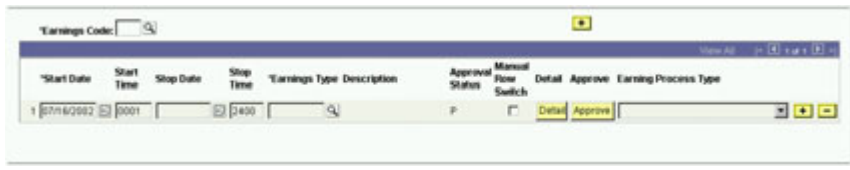| Step		
5	**If an entitlement row exists in the Summary Page for the type of entitlement you are working with …**	**If an entitlement row does not exist in the Summary Page…**
	Click the **Continue** button adjacent to that entitlement. The Employee Entitlement Detail page will appear.	Click a **+** button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.
		Type the entitlement code in the look-up box ☐ 🔍 or use the magnifying glass to search for and select the entitlement earning code.
		Click the **Continue** button adjacent to the new row to bring it up in the Employee Entitlement Detail screen.

Special Duty Assignment Pay

Employee Entitlements, Basic Navigation, Continued

Alternate Procedure

If you are already working in the Employee Entitlement page and need to start, stop, correct or delete another type of entitlement, you can do so without returning to the Employee Entitlement Summary page.
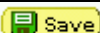
Step	Action
1	Select the **Include History** button located at the bottom right-hand portion of the screen so that all entries of Special Duty Assignment Pay will be shown. If you are stopping, correcting, or deleting this entitlement, use the **Correct History** button. Select **View All** from the displayed title bar to list all entitlements. Scroll to find the row with the Earnings Code you want to change. If a row with the Earnings Code you want isn't listed (after clicking **View All**), click the **+** button from any entitlement as shown below. A new blank row below the previous entitlement… Enter the Earnings Code field or use the magnifying glass 🔍 to search and select Earnings Code.

Special Duty Assignment Pay

Starting SDAP

Introduction   This section provides the procedure for starting SDAP.

Procedure   Follow the steps in the basic navigation section to access the member's entitlements detail page. Then, follow these steps to enter a new SDAP entitlement.

Step	Action
1	In the [Include History] mode, click the [+] button shown below. A new blank row appears…
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button to select the desired date. You can also Click & Drag over the date field to select the date then type the start date in MMDDYYYY format.
3	The **Start Time** is Pre-Filled by the system and must not be changed.
4	The **Stop Date** may be left blank to pay continuous SDAP. If this is a temporary entitlement, you may enter the stop date.
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Enter the **Earnings Type** in the code if known or use the 🔍 to search and select from a listing of available earning types.
7	**Description** is Pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
9	**Manual Row Switch**. Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
10	[Detail] Do Not Use. The detail is automatically set when the earnings type for SDAP is selected and the entitlement is saved.
11	[Approve] Not Used. Payment of Special Duty Assignment Pay does not require audit and approval.
12	Earnings Process Type Not Required. Disregard this field
13	Click the [Save] button (located at the bottom left of the screen) to approve and transmit the entry.

Special Duty Assignment Pay
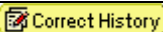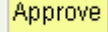
Stopping SDAP

Introduction This section provides the procedure for stopping SDAP.

Reminder, PCS Auto-Stop SDAP stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop SDAP transaction when a member departs PCS. The system will not reflect the SDAP stop until it is resynchronized with PMIS/JUMPS.

Procedure Follow the steps in the basic navigation section to access the member's entitlements detail page. Then, follow these steps to enter a stop SDAP transaction.

Step	Action
1	In the **Correct History** mode, find the row to stop. The stop date will be blank as shown below:
2	Enter the **Stop Date** for the entitlement by using the calendar button 🗓 to select the desired date. You can also Click & Drag over the date field then Type the stop date in MMDDYYYY format. The stop date can be future dated.
3	**Stop Time** is pre-filled by the system and must not be changed.
4	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
5	**Manual Row Switch**. Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
6	**Detail** Do Not Use. The detail is automatically set when the earnings type for SDAP is selected and the entitlement is saved.
7	**Approve** Not Used. Payment of Special Duty Assignment Pay does not require audit and approval.
8	Earnings Process Type Not Required. Disregard this field
9	Click the **Save** button (located at the bottom left of the screen) to approve and transmit the entry.

Special Duty Assignment Pay

Correcting SDAP

Introduction This section provides the procedure for correcting SDAP.

Discussion Only the Stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete SDAP) and then start a new SDAP entitlement.

Procedure Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the 📝 Correct History mode, find the Special Duty Assignment Pay row to correct. Click & Drag over the Stop Date field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons 📅 to modify dates and the magnifying glass 🔍 to change the earning type.
2	Click the 💾 Save button located at the bottom left of the screen.

Special Duty Assignment Pay

Deleting SDAP

Introduction   This section provides the procedure for deleting SDAP.

Discussion   The total Special Duty Assignment Pay entitlement will be recouped when using this feature.

Procedure   Follow the steps in the basic navigation section to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an SDAP transaction.

Step	Action
1	In the [Correct History] mode, find the Special Duty Assignment Pay row to delete. Click on the [−] button located in the row to be deleted.
2	Click the [Save] button located at the bottom left of the screen.

Special Duty Assignment Pay

JUMPS Effect

Introduction   This section describes the transactions created and segments modified in JUMPS when a Start or Stop SDAP entitlement row is saved in PeopleSoft.

Start SDAP   Creating and saving a new SDAP entitlement row generates a P607 transaction with the following variable data element:

Code	Element	PeopleSoft Field Name/Description
70	2 Character Alpha-Numeric Code (R3, T5 etc.)	Earnings Type Code • SDAP Pay Codes and rates are published annually via ALPERSRU message.

The transaction effective date/time is derived from the PeopleSoft Start Date/Time fields.

Stop SDAP   Completing the Stop Date field of an SDAP entitlement row in PeopleSoft will generate a P625 transaction with the following variable data element when the transaction is saved:

Code	Element	PeopleSoft Field Name/Description
70		Stop Date.

The transaction effective date/time is derived from the PeopleSoft Stop Date/Time fields.

Pay Segment   Segment 06 is updated by the SDAP transaction. The segment contains information on a member's entitlement to Special Duty Assignment Pay.

Example:

```
SEG       HIST     COMPUTE          OBJECT              AMOUNT        SDAP-RATE
06        9999     3                11758               $110.00       Y2
          EFFDTE   TIME    DTPROC   SLC   PAT   DTPREP    DIST  RU  FORM    ENT    ACTION
START     19930401 9999    19930406  0    129   19930405  07    15  67             P607
STOP      99999999 9999    99999999  0
```

Segment 06 data fields   This table describes fields unique to Segment 06. Please see PMIS/JUMPS Analysis Manual, page 5-8 for descriptions of fields common to all segments.

Field	Description
OBJECT	Object code. Please see PMIS/JUMPS Analysis Manual Page 2-D-8 for a listing of object codes.
AMOUNT	Monthly rate from pay tables.
SDAP RATE	SDAP Rate Code from P607 Element Code 70.